

# Dodworth St John the Baptist C of E Primary Academy



**HLTA Recruitment Pack**

# Advert

Title	Fixed Term Higher Level Teaching Assistant (to cover maternity leave)
Location	Dodworth St John the Baptist C of E Primary Academy
Days/Hours	3 Days (Monday to Wednesday but this can be negotiated) 16.5 hours  Term Time + 2 Inset Days
Pay Range	Scale Points 19-23 if qualified (Unqualified SCP 12-18)
Required from	8 <sup>th</sup> June 2026 until 6 <sup>th</sup> June 2027

Dodworth St John the Baptist is a special place with a distinctive Christian ethos. We are looking for an experienced, dynamic, enthusiastic and Higher Level Teaching Assistant (HLTA) to provide cover throughout school. This is a unique opportunity to work in a lovely school.

We are looking for someone who:

- Has high expectations and is committed to ensuring all children make excellent academic and social progress;
- Is a creative classroom practitioner;
- Has the ability to inspire and motivate;
- Is able to communicate well with good interpersonal skills;
- Is committed to an inclusive ethos where every person matters;
- Has strong behaviour management skills;
- Has knowledge and experience in children with additional needs;
- Can work well as part of a team;
- Is willing to follow our Christian vision;
- Is warm, kind, caring, positive and has a sense of humour.

We can offer:

- A nurturing, caring and inclusive school;
- A forward-thinking Trust that takes professional development, workload and staff wellbeing seriously;
- A friendly, hard-working, professional and supportive team of staff and governors;
- Happy and enthusiastic children who enjoy learning and behave well;
- A commitment to your professional development.

We warmly encourage you to visit school before you apply. For further details about the role or to arrange a visit, please contact Lee Swift on [lee.swift@dodworthstjohn.enhanceacad.org.uk](mailto:lee.swift@dodworthstjohn.enhanceacad.org.uk) or telephone 01226 286514.

Enhance Academy Trust has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. The Trust values the diversity of our workforce and welcomes applications from all.

Applicants will need to use the link below to complete online application form.

[Recruitment](#)

## Selection Timeline

**Closing Date:** Friday 15<sup>th</sup> May at 12pm

**Shortlisting:** Afternoon of Friday 15<sup>th</sup> May

**Interviews:** Wednesday 20<sup>th</sup> May

# Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust comprising of sixteen primary schools located across Wakefield and Kirklees and a post 16 performing arts free school. The Trust was established in 2012 as a sponsor of Church of England and Community Schools.

The Trust works very closely with its academies and encourages them to help each other whilst at the same time allowing them a reasonable amount of earned autonomy. We have kept to this model whilst expanding and want to continue to follow similar principles in the future.

*Our vision is to deliver improved educational outcomes and learning skills to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies so they can best serve their local communities.*

[Enhance Academy Trust - Home](#)

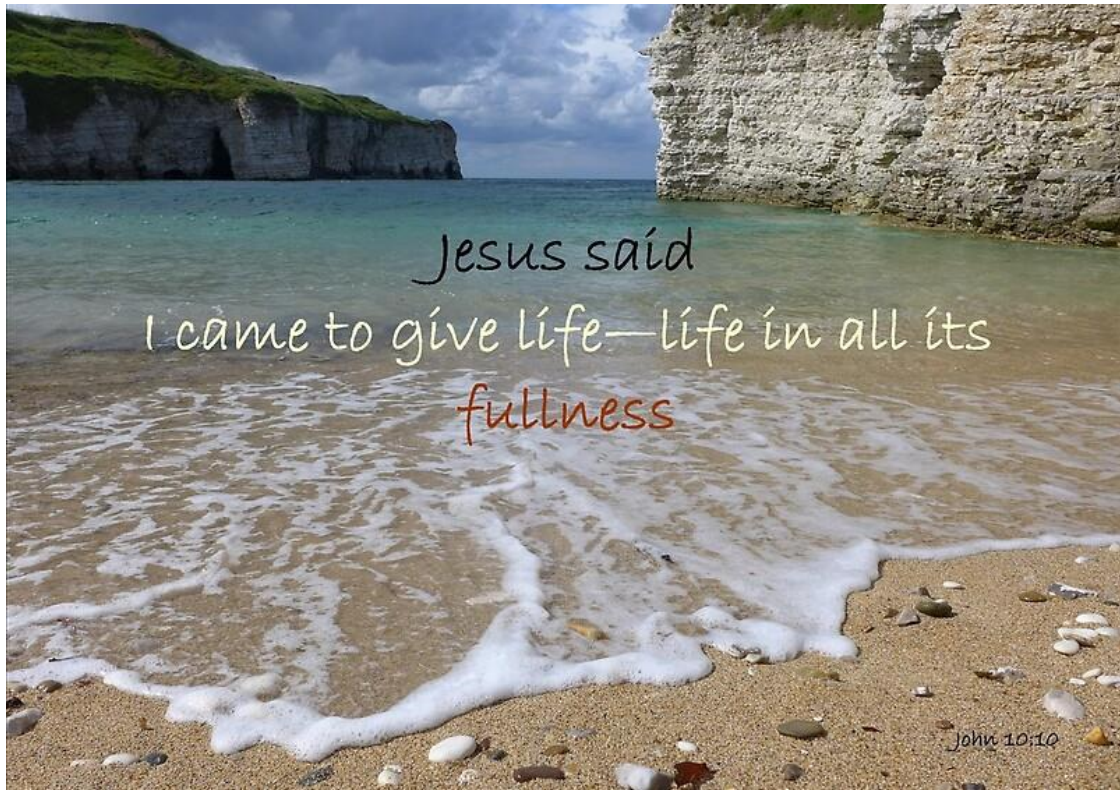


# Our School Vision

At Dodworth St John the Baptist Primary Academy, we prepare our pupils for the adventures life brings. By fostering respect, curiosity, and teamwork, we aim to nurture individuals who will contribute positively to their community and the wider world.

*Together, we build a legacy of pride, purpose, and possibility for the future.*

Our vision is rooted in the Christian principles of **guiding** kindness, honesty, and unity, (Mark 1:3: "Prepare the way for the Lord, make straight paths for Him" from **John**, who pointed the way), to embrace learning and *life in all its fullness* (John 10:10).



# Our School

Dodworth St John the Baptist is a smaller than average-sized school with 106 children on roll. We are really pleased with our improving reputation within our local community.

In our most recent Parent Survey in March 2026:



In order for children to achieve high standards and make good progress throughout their school journey at Dodworth St John, we are committed to providing a stimulating and engaging curriculum which extends far beyond the limitations of the classroom:

- We plan many opportunities for learning beyond the classroom including field trips, class trips and residential.
- We pride ourselves on the large range of activities that are provided as part of our wider after school club offer. This includes Young Voices Club, Community Brass Band and plenty of sporting opportunities. This enables children to find their passion and to continue to grow and develop as individuals.

We work in partnership with parents to ensure that our children develop essential skills and are well prepared for Secondary School. We aim for children to be aware of what they enjoy, to find their passion and their interests and to be kind, well-rounded individuals. Ultimately, we strive for our children to be compassionate, independent and responsible people who are prepared in every sense to embrace the next stage of their education.

# Our Curriculum

At Dodworth St. John's the Baptist, our children are at the heart of our curriculum, which has been carefully **planned and sequenced** to ensure children continue to build on their **knowledge, skills, and experiences** as they move along their educational journey. Our curriculum is designed so that children can understand and embed key concepts in their long-term memory, before progressing further.

Although our curriculum is founded on the knowledge set out in the **National Curriculum, 2014**, it is also rooted in opportunities for children to develop their **interpersonal skills, self-confidence, resilience, perseverance, independence, and empathy**. We want all our children to have high **aspirations**, strive to be the best they can be and work towards their goals in life.

Our curriculum aims to ensure that pupils achieve **broad and deep subject expertise** and aspires to widen pupils' knowledge through developing their ability to **recall, remember** and further extend their prior learning.

Through our carefully considered sequences of learning, our children will be exposed to a high level and wide range of **vocabulary**, which will allow them to **deepen** their **understanding** of the curriculum subjects taught.

Everything has been written with the intention that all our children can access and experience **success**. **Small steps** of knowledge have been identified for each subject, which work towards meeting the **end points** that we want our children to achieve.

A key **outcome** that we aim to achieve from our intentional, knowledge-rich curriculum is **confidence**. We want all our children to be **confident learners**. By this, not only do we mean **confident speakers** who are able to share their knowledge in a way that can be understood by others, but we also want children to be confident to **ask for help** when they need it, as well as to be confident to **help others**. We want our children to see that a lack of knowledge or a 'mistake', is part of learning, and not something to be disappointed by. As Albert Einstein once said, "**failure is success in progress.**"

As well as providing opportunities for personal development, we also place great emphasis on **Music and the Arts**. Through these subjects, children also get to develop their **creative-self** and **confidence** to **express and reflect on who they are** – what makes them unique.

# Job Description

## RESPONSIBILITIES AND ACCOUNTABILITIES

- To complement the professional work of teachers by taking responsibility for agreed learning activities. These activities can be for individuals/groups or whole classes .
- To manage and develop a specialist area within the school and or the management of other teaching assistants.

The postholder must at all times carry out his/her responsibilities within the spirit of Council and school policies, within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the governing bodies of schools.

## MAIN DUTIES AND RESPONSIBILITIES

### 1. Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

### 2. Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans, etc.

# Job Description

## **3. Support for the Curriculum**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g., literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

## **4. Support for the School**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

## **5. Line Management Responsibilities where Appropriate**

- Manage other teaching assistants.
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring for other
- Teaching assistants.

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

# Job Description

## RESPONSIBILITY OF RESOURCES

**Employees (Supervision):** Management of Teaching Assistant in School.

**Financial:** None

**Physical:** Effective use of learning materials and resources.

**Customers and Clients:**

Preparation, planning and assessment of pupils development within the classroom.

## WORKING CONDITIONS

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

## CHARACTERISTICS OF THE POST

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The ability to regularly attend meetings as required by the Headteacher/Line Manager.

**The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure**

# Person Specification

## PERSONAL SPECIFICATION

### PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE

	Essential	Desirable
<b>Qualifications/Training</b>		
Higher Level Teaching Assistant status or working towards this. (Level 4)	Y	
Level 2 Numeracy/ Literacy or willingness to work towards	Y	
Training in relevant learning strategies e.g. literacy.	Y	
Management qualification e.g. Level 3 ILM Certificate in First Line Management OR Level 4 ILM Endorsed Certificate (Skills for Middle Leaders)		Y
Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)		Y
<b>Knowledge</b>		
Full working knowledge of relevant policies/codes of practice legislation.	Y	
Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies	Y	
Constantly improve own practice/ knowledge through self-evaluation and learning from others.	Y	
Good understanding of child development and learning processes.	Y	
Understanding of statutory frameworks relating to teaching.	Y	
Appropriate knowledge in First Aid	Y	
<b>Experience</b>		
Previous experience of working with children of the relevant age range in a learning environment.		Y
<b>Competencies and Other Skills</b>		
Effectively use ICT to support learning.	Y	
Ability to organise, lead and motivate a team	Y	
Ability to relate well to children and adults	Y	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	Y	